

TREMONTON CITY LIBRARY
BOARD MEETING
July 17, 2013

Members Present:

Kim Griffiths, Library Director
Diana Doutre, City Council Representative
Daniel Francom, Chairperson
Kay Weaver, Vice Chairperson
Becca Ashby, Board Member
Holli Christensen, Board Member
Linda James, Board Member
Annette MacFarlane, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Absent:

Troy Quinlan, Board Secretary
Jean Humpherys, Board Member

The meeting was called to order by Chairperson Daniel Francom at 7:06 p.m. The meeting was held in the Tremonton City Library Meeting Room at 210 North, Tremont Street, Tremonton, Utah. Those in attendance were Library Director Kim Griffiths, City Council Representative Diana Doutre, Chairperson Daniel Francom, Vice Chairperson Kay Weaver, Board Members Becca Ashby, Holli Christensen, Linda James, Annette MacFarlane, and Librarian-Secretary Rebecca Jeppesen. Visitors in attendance were Nicole Hale, and Youth Council Representative Jaalah Brown.

1. Welcome
 - a. Chairperson Daniel Francom opened the meeting and welcomed everyone.
2. Approval of Agenda
 - a. **Annette MacFarlane motioned to approve the Agenda.** Diana Doutre seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Member Ashby - aye, Board Member Christensen - aye, Board Member James - aye, Board Member MacFarlane – aye. The motion carried.
3. Approval of Minutes from April 17, 2013
 - a. **Kay Weaver motioned to approve the Agenda.** Becca Ashby seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Member Ashby - aye, Board

Member Christensen - aye, Board Member James - aye, Board Member MacFarlane – aye. The motion carried.

4. Unfinished Business

a. Vote on Use of Facilities Policy

Kay Weaver motioned to approve the Use of Facilities Policy. Annette MacFarlane seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Member Ashby - aye, Board Member Christensen - aye, Board Member James - aye, Board Member MacFarlane – aye. The motion carried.

b. Vote on Patron Code of Conduct addition of Back Door Alarm

A punctuation correction will be made under the Safety Regulations concerning skateboards; the comma after the word “prohibiting” will be removed. A rule against exiting or allowing others to enter the building through the back emergency exit door has been added. **Diana Doutre motioned to approve the Patron Code of Conduct as amended.** Holli Christensen seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Member Ashby - aye, Board Member Christensen - aye, Board Member James - aye, Board Member MacFarlane – aye. The motion carried.

c. Friends of Library Report on Kick-Off Party

The Friends of the Library representative was absent.

5. New Business

a. Vote on new Library Board Secretary

Board Secretary Troy Quinlan is moving. **Daniel Francom made a motion to nominate Linda James as the new Library Board Secretary.** Kay Weaver seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Member Ashby - aye, Board Member Christensen - aye, Board Member James - aye, Board Member MacFarlane – aye. The motion carried.

b. Submit names for new Board Member

Nicole Hale has been recommended to serve as a new board member. She has expressed a willingness to serve in this position, and her name will be presented to the Tremonton City Council in August.

c. Introduce and Discuss a new Circulation Policy

Library Director Griffiths will email a completed Circulation Policy to Board Members. It will be discussed and reviewed at the next Board Meeting in October. The finalized policy will be voted on in January 2014.

6. Board Reports

a. Library Director's Report

1) Recent Library Activities

According to the door count, 1,468 individuals attended the Kick-Off Summer Reading Party on May 31, 2013. Fifty teenagers signed up for the Reading Program, 83 adults, and 369 children.

The Beat the Librarian Contest is finished, and winners were awarded prizes earlier today. One hundred fifteen children and teens signed up to participate. The Friends of the Library contributed \$100 to help with the prizes.

2) Clef Grant

The library received a Clef Grant for \$5,130. Most of the money was spent on books: \$1,371 for children's books, \$683 for teen books, and \$1,521 for adult books, which included large-print books for the Senior Center. A new checkout printer was purchased for \$626, the Mango Language Program software was purchased for \$800, and \$124 was spent on programs.

b. Friends of Library Meetings

Vice Chairperson Weaver reported that the May Friends of the Library meeting focused on planning the Kick-Off Party and on fundraiser book bags.

Chairperson Francom reported that the July meeting discussed the Friends of the Library budget and the fundraiser book sale scheduled for July 26 and 27, 2013, at Midland Square. Margo Tackett has requested help with two-hour shifts.

c. Business Topics for the next Board Meeting

No business topics were specified for the next meeting.

7. Calendar Items

a. Next Library Board Meeting will be held October 16, 2013

- b. Board Member Visits to Friends of the Library Meetings:
July: Daniel Francom August: Annette MacFarlane
September: Diana Doutre October: Kay Weaver
Friends of the Library Meetings are held on the 2nd Thursday of each month in the Library Meeting Room and on the 4th Thursday of each month at the Grover Law Offices. Both meetings are held at 9:00 a.m. The summer schedule will be different.
- c. Teen's End-of-Summer Reading Party on August 10, 2013 at 3:00 p.m.
d. Adult End-of-Summer Reading Party on August 10, 2013 at 6:30 p.m.
e. Children's End-of-Summer Reading Party on August 17, 2013 at 10:00 a.m.

8. Adjournment

Diana Doutre made a motion to adjourn the meeting. Kay Weaver seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Member Ashby - aye, Board Member Christensen - aye, Board Member James - aye, Board Member MacFarlane – aye. The motion carried.

The Meeting adjourned at 7:55 p.m.

The undersigned duly acting and appointed Library Director and Library Board Chairperson for the Tremonton Library Board hereby certifies that the foregoing is a true and correct copy of the minutes for the Library Board Meeting held on the above referenced date. Minutes were prepared by Rebecca Jeppesen.

Kim Griffiths
Library Director

Daniel Francom
Chairperson